

For: State and County Offices

**Trade Adjustment Assistance for Farmers (TAAF) Travel Reimbursement
Claim Processing Functionality Updates**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

TAAF software processed Travel Reimbursement payments for claims that are approved. However, the software did not include a status to indicate claims were not submitted. Furthermore, there was no disapproval reason code or disapproval letter available for travel vouchers that were not submitted timely. TAAF software has been updated to provide users the ability to:

- update the Travel Reimbursement event status to “**Claim Waived**”, when no claim was submitted
- select the new disapproval reason code (37) during the travel voucher review process for travel reimbursement claims not submitted timely
- generate and print the disapproval letter with the new disapproval reason code (37).

TAAF travel reimbursement functionality enhancements are included in this notice for processing travel:

- vouchers using “**Claim Waived**” status
- voucher updates from “**Claim Waived**” status
- reimbursement claims that were not timely filed
- reimbursements for approved travel claims
- voucher updates from “**Approved**” to “**Claim Waived**” status.

Disposal Date	Distribution
September 1, 2014 3-20-14	State Offices; State Offices relay to County Offices

Notice PS-718

1 Overview (Continued)

B Purpose

This notice:

- provides State and County Offices with updated instructions and guidance for processing Travel Reimbursement claims using the updated web-based TAAF payment processing software located on FSA's Intranet web site
- is a reissue of Notice PS-701, which is obsolete.

C Contact

For additional information or questions about this notice, State Offices shall contact Stacy Carroll, PSD, by either of the following:

- e-mail at stacy.carroll@wdc.usda.gov
- telephone at 202-690-8037.

D Release Schedule

The TAAF Travel Reimbursement processing software enhancements detailed in this notice were provided in Web Transmittal No. 314 on **January 11, 2013**.

2 Getting Started

A eAuthentication Login

To log into the TAAF application processing software:

- under Links, CLICK "**FSA Applications**"
- under Price Support, CLICK "**Trade Adjustment Assistance for Farmers**"
- CLICK "**I Agree**" on the eAuthentication Warning Screen and the eAuthentication Login Screen will be displayed
- enter user ID and password, CLICK "**Login**".

2 Getting Started (Continued)

A eAuthentication Login (Continued)

The following Select County Screen will be displayed that allows the user to select from among the counties to which they have access.

TAAF Home About TAAF Handbooks Help Contact Us Exit TAAF Logout of eAuth								
TAAF Menu Welcome, [Redacted] User Role: FSA User	Select County DODGE CITY SERVICE CENTER FORD COUNTY FARM SERVICE AGENCY SERVICE CENTER OFFICE <table border="1"> <thead> <tr> <th>Select</th> <th>County</th> <th>State</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>Ford</td> <td>Kansas</td> </tr> </tbody> </table> <input type="button" value="Submit"/>		Select	County	State	<input type="radio"/>	Ford	Kansas
Select	County	State						
<input type="radio"/>	Ford	Kansas						
TAAF10COM11 Last Modified: November 22, 2010		Back To Top ^						

3 Processing Travel Vouchers Using “Claim Waived” Status

A Travel Voucher Processing

The Travel Reimbursement event is automatically triggered and displayed in the list of events when the Initial Training status is changed to "**Approved**". The status of the automatically triggered event will default to "**Pending**" as displayed in the following Application Events Screen. To update the Travel Voucher to "**Claim Waived**" status, CLICK "**Update**" next to the Travel Reimbursement event on the Applications Event Screen.

The screenshot shows the TAAF (Trade Adjustment Assistance for Farmers) web application interface. The header includes the USDA logo and navigation links. The left sidebar contains a TAAF Menu with sections for Applications, Reports, and Other Functions. The main content area displays the 'Application Events' screen for a user named Lisandra Lima. It shows the application number 2010003-06-047-00006 and its status as 'Approved'. A table lists four events: Application Review, Initial Training, Intensive, and Travel Reimbursement. The Travel Reimbursement event is highlighted with a yellow callout box stating: 'Travel Reimbursement Event is Pending. Click 'Update' to begin voucher review.' The table also shows the status of each event and a 'Details' or 'Update' button for each. The footer contains various links and the date of the last modification.

Event	Name	Status	Payment	Details	Update
1	Application Review	Approved		Details	Update
2	Initial Training	Approved		Details	Update
3	Intensive	Pending		Details	Update
4	Travel Reimbursement	Pending	TBD	Details	Update

3 Processing Travel Vouchers Using “Claim Waived” Status (Continued)

A Travel Voucher Processing (Continued)

The following is an example of the Process Travel Voucher Screen that will be displayed with 6 review questions. Question 1 is new and has been added to the review process. Default settings will have no selection made. If the applicant did **not** file a travel voucher, CLICK “No”. Unless “Yes” is selected in response to question 1, responses to the remaining 5 questions are not required (as indicated by the absence of an asterisk [*] beside the question), and inputs will remain disabled. CLICK “Continue”.

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Foreign Agricultural Service

TRADE ADJUSTMENT ASSISTANCE For Farmers

TAAF Home | About TAAF | Handbooks | Help | Contact Us | Exit TAAF | Logout of eAuth

State: California County: Merced

Process Travel Voucher

TAAF Menu
Welcome, Lisandra Lima
User Role: FSA User

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New Application
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Disapproval Letters
Mailing Labels
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Other Functions
View Notifications
Change County
Logout of eAuth

Initially, no selection is made in response to Question #1.
If the Applicant did **not** file a travel voucher, click 'No'.

FSA Status: P - Pending

* 1. Was a travel expense voucher submitted for reimbursement of travel and per diem expenses associated with Initial Training attendance? ☐ Yes ☐ No

2. Was submission of the travel expense voucher timely (within 60 calendar days after the last date of travel)? ☐ Yes ☐ No

3. Was the submitted travel expense voucher supported by receipts for all claimed expenses? ☐ Yes ☐ No

4. Did the Applicant sign the submitted travel expense voucher to certify the expenses claimed? ☐ Yes ☐ No

5. Did the training instructor sign the submitted travel expense voucher to certify attendance at the training? ☐ Yes ☐ No

6. Do you know of any other reason(s) why this Application should not be Approved? ☐ Yes ☐ No

Describe Reason(s):
(250 chars. max.)

Continue Cancel

Unless 'Yes' is selected in response to Question #1, responses to the remaining questions are not required, and their inputs remain disabled.

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3 Processing Travel Vouchers Using “Claim Waived” Status (Continued)

A Travel Voucher Processing (Continued)

After clicking “**Continue**”, the following continuation of the Process Travel Voucher Screen will be displayed. Responses to the non-required questions are displayed as “N/A” (Not Applicable), and the processing result text indicates the applicant has waived their travel claim. CLICK “**Mark Claim Waived**” to record event status as “**Claim Waived**”.

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 User Role: FSA User

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Reports
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Other Functions
 Change County
 Logout of eAuth

State: California **County:** Merced

Process Travel Voucher

Application Number: 2010003-06-047-00006
Event: 4 - Travel Reimbursement
CFFM Status: N/A
FSA Status: P - Pending
Voucher Submitted: No
Voucher Submission Timely: N/A
Receipts Submitted: N/A
Voucher Signed by Applicant: N/A
Voucher Signed by Instructor: N/A
Other Disapproval Reason(s): N/A

On continuation page, responses to all remaining questions are displayed as Not Applicable (N/A).

Status message indicates Applicant has waived travel reimbursement claim.

Based on the responses provided to the review questions, the Applicant has waived his claim for Travel Reimbursement.

Mark Claim Waived **Cancel**

Click 'Mark Claim Waived' button to record event status as 'Claim Waived'

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Notes: A Travel Reimbursement event with a “**Claim Waived**” status:

- indicates **no** claim was submitted
- shall **not** be paid
- will **not** allow a disapproval letter to be generated.

No further action is required.

3 Processing Travel Vouchers Using “Claim Waived” Status (Continued)

A Travel Voucher Processing (Continued)

The following Event Details Screen will be displayed, confirming the update has been completed successfully. CLICK “**Back to Event List**”.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) Event Details page. The header includes the USDA logo and navigation links. The left sidebar contains a TAAF Menu with sections for Applications, Reports, and Other Functions. The main content area shows the event details for 'Event 4 - Travel Reimbursement'.

Event Details:

- Info:** The Application Event
- Application Number:** 201
- Event 4 - Travel Reimbursement**
 - CFFM Status:** N/A
 - FSA Status:** CW - Claim Waived
 - Payment:** N/A

A callout box explains: "On Event Details confirmation page, event status is shown as 'Claim Waived' and payment amount is displayed as Not Applicable (N/A)".

A "Back to Event List" button is visible. A callout box explains: "Click 'Back to Event List' button to return to the Application Events page".

At the bottom, it shows "TAAF10APP20" and "Last Modified: March 29, 2012". A "Back To Top" link is also present.

4 Processing Travel Voucher Updates From “Claim Waived” Status

A Travel Voucher Updates

If the Travel Reimbursement event for an application has been marked with “**Claim Waived**”, this status and the fact that no payment applies will allow updates to the event status as follows, from “**Claim Waived**” to:

- “**Pending**”
- “**Approved**”
- “**Referred to FAS**”
- “**Disapproved**”.

Note: No direct implementation of the “**Disapproved**” option will be available. Instead, County Offices must use the procedure in subparagraph 4 B to update the event status from “**Claim Waived**” to “**Referred to FAS**”. After this update is completed, **FAS** users are then permitted to update the event’s status from “**Referred to FAS**” to “**Disapproved**”, specifying the Disapproval Letter date.

Except for applications in Special Handling, once travel status is set to “**Claim Waived**”, changing the event’s status will require that the status be returned to “**Pending**”.

4 Processing Travel Voucher Updates From “Claim Waived” Status (Continued)

B Travel Voucher Updates From “Claim Waived” to “Pending”

The following is an example of the Application Events Screen with the Travel Reimbursement event marked “**Claim Waived**” status and no payment applies. To update the Travel Voucher to “**Pending**”, CLICK “**Update**” next to the Travel Reimbursement event on the Application Events Screen.

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TRADE ADJUSTMENT ASSISTANCE For Farmers

TAAF Home | About TAAF | Handbooks | Help | Contact Us | Exit TAAF | Logout of eAuth

State: California County: Merced

Application Events

Application Number: 2010003-06-047-00006

Application Status: Approved

4 Events found, displaying all Events.

Event	Name	Status	Payment	Details	Update
1	Appli			Details	Update
2	Initial			Details	Update
3	Intensive Training	Pending		Details	Update
4	Travel Reimbursement	Claim Waived	N/A	Details	Update

4 Events found, displaying all Events.

Back to Applications Main

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4 Processing Travel Voucher Updates From “Claim Waived” Status (Continued)

B Travel Voucher Updates From “Claim Waived” to “Pending” (Continued)

The following Edit Application Event Screen will be displayed allowing County Offices to change FSA Status to “**Pending**”. Select “**Pending**” from the “**FSA Status**” drop-down menu and CLICK “**Update Event**”.

The screenshot shows the TAAF (Trade Adjustment Assistance for Farmers) web application interface. The header includes the USDA logo and the title "Foreign Agricultural Service". The navigation bar contains links: TAAF Home, About TAAF, Handbooks, Help, Contact Us, Exit TAAF, and Logout of eAuth. The left sidebar contains a "TAAF Menu" with sections for Applications (Applications Main, New Application, Search by Applicant, Disapproval Letters, Mailing Labels, Reprint Letters) and Reports (Detail Reports, Summary Reports). The main content area is titled "Edit Application Event" and displays the following information: Application Number: 2010003-06-047-00006, Event: 4 - Travel Reimbursement, CFFM Status: N/A, and * FSA Status: Claim Waived. A dropdown menu is open for the FSA Status, showing options: Claim Waived, Claim Waived, and Pending. A yellow callout box points to the "Pending" option with the following text: "When an Application is **not** in Special Handling, changing a Travel Reimbursement event's status to 'Approved' or 'Refer to FAS' requires the status be first updated to 'Pending.' This ensures the full Travel Voucher Review process will be completed. **To update:** Select 'Pending' from the 'FSA Status' dropdown, then click the 'Update Event' button..". The footer includes the text "TAAF10APP14 Last Modified: November 15, 2010" and a "Back To Top" link.

Note: When an application is not in Special Handling, changing a Travel Reimbursement event’s status to “**Approved**” or “**Refer to FAS**” requires that the status be updated to “**Pending**”. This will ensure that the full Travel Voucher Review process will be completed.

4 Processing Travel Voucher Updates From “Claim Waived” Status (Continued)

B Travel Voucher Updates From “Claim Waived” to “Pending” (Continued)

Once the FSA Status has been changed for the applicable event displayed, the following message will be displayed with a warning to verify the updates. CLICK “OK”.

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TAAF Home About TAAF Handbooks Help Contact Us Exit TAAF Logout of eAuth

State: California County: Merced

Edit Application Event

Application Number: 2010003-06-047-00006

Event: 4 - Travel Reimbursement

CFFM Status: N/A

* FSA Status:

Message from webpage

? Setting this Application Event's status to 'Pending' will DELETE all information for dependent (subsequent) events, if any.
Are you sure?

After clicking 'Update Event,' a message dialog appears, asking if you are sure about making the requested change. Click 'OK' to continue, or 'Cancel' to return to the Edit Application Event page.

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4 Processing Travel Voucher Updates From “Claim Waived” Status (Continued)

B Travel Voucher Updates From “Claim Waived” to “Pending” (Continued)

The following continuation of the Event Details Screen will be displayed confirming the updated event status. CLICK “**Back to Event List**”.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) Event Details page. The header includes the USDA logo and the text "United States Department of Agriculture Foreign Agricultural Service". A navigation bar contains links: TAAF Home, About TAAF, Handbooks, Help, Contact Us, Exit TAAF, and Logout of eAuth. A secondary header shows "State: California" and "County: Merced", along with a "Printer Friendly" icon.

The main content area is titled "Event Details" and features an information message: "Info: The Application Event has been successfully updated". Below this, the "Application Number: 2010003-06-047-00006" is displayed. The event is identified as "Event 4 - Travel Reimbursement". The status details are as follows:

- CFFM Status: N/A
- FSA Status: P - Pending
- Payment: TBD

A yellow callout box points to the "FSA Status" and "Payment" fields, containing the text: "Event Details page is displayed, confirming event status has been updated to 'Pending.' The Payment amount is now displayed as 'TBD.'". A "Back to Event List" button is located below the status information.

The left sidebar contains a "TAAF Menu" with sections for "Applications" (Welcome, Lisandra Lima, User Role: FSA User; Applications Main, New Application, Search by Applicant, Disapproval Letters, Mailing Labels, Reprint Letters) and "Reports" (Detail Reports, Summary Reports). The "Other Functions" section includes View Notifications, Change County, and Logout of eAuth.

At the bottom, the footer includes the text "TAAF10APP20 Last Modified: March 29, 2012" and a "Back To Top ^" link. A comprehensive list of links is provided at the very bottom: TAAF Home | USDA.gov | USDA Intranet | FAS Internet | FSA Internet | FSA Intranet | Site Map | Policies and Links | FOIA | Accessibility | Privacy | Non-Discrimination | Information Quality | FirstGov | White House.

4 Processing Travel Voucher Updates From “Claim Waived” Status (Continued)

C Travel Voucher Updates From “Claim Waived” to “Approved”

When an application is not in Special Handling, changing a Travel Reimbursement event status to “**Approved**” requires that the status be updated to “**Pending**” according to subparagraph 4 B. This ensures that the full Travel Voucher Review process will be completed. After the Travel event status has been changed to “**Pending**”, process the approved travel reimbursement according to subparagraph 7 A.

For Applications that are in Special Handling, County Offices are permitted to mark the event directly from “**Claim Waived**” to “**Approved**”, on the Edit Application Event Screen according to subparagraph 4 B. **After** selecting “**Approved**” from the drop-down menu, the user is required to enter the amount which was paid to the applicant through Online Payments **before** completing the event update according to subparagraph 7 A.

4 Processing Travel Voucher Updates From “Claim Waived” Status (Continued)

D Travel Voucher Updates From “Claim Waived” to “Refer to FAS”

When an application is not in Special Handling, changing a Travel Reimbursement event status from “**Claim Waived**” to “**Refer to FAS**” requires that the status be updated to “**Pending**” according to subparagraph 4 B. This ensures that the full Travel Voucher Review process will be completed. After the Travel event status has been changed to “**Pending**”, to update the status to “**Refer to FAS**”, CLICK “**Update**” next to the Travel Reimbursement event on the Application Events Screen.

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State: Kansas County: Ford

Application Events

Application Number: 2011888-20-057-00001

Application Status: Approved

4 Events found, displaying all Events.

Event	Name	Status	Payment		
1	Application Review	Approved		Details	Update
2	Initial Training	Approved		Details	Update
3	Intensive Training	Pending		Details	Update
4	Travel Reimbursement	Pending	TBD	Details	Update

4 Events found, displaying all Events.

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Note: For Applications that are in Special Handling, County Offices are permitted to mark the event directly from “**Claim Waived**” to “**Referred to FAS**”, on the Edit Application Event Screen according to subparagraph 4 B. After selecting “**Referred to FAS**” from the drop-down menu, the user will be required to select 1 or more of the 28 available Disapproval Reasons (including the new Reason Code 37 and “**Other**”) **before** completing the event update.

4 Processing Travel Voucher Updates From “Claim Waived” Status (Continued)

D Travel Voucher Updates From “Claim Waived” to “Refer to FAS” (Continued)

The following is an example of the Process Travel Voucher Screen that will be displayed with 6 review questions during the travel reimbursement review process. To refer the travel reimbursement claim to FAS for disapproval, the user **must** answer “**Yes**” to question 1 (Did the user file a claim?) and either “**No**” to 1 or more of questions 2 through 5, or “**Yes**” to question 6 (Are there other disapproval reasons?). CLICK “**Continue**”.

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State: Kansas County: Ford

Process Travel Voucher ? Help

Application Number: 2011888-20-057-00001
Event: 4 - Travel Reimbursement
CFFM Status: N/A
FSA Status: P - Pending

* 1. Was a travel expense voucher submitted for reimbursement of travel and per diem expenses associated with Initial Training attendance? ☐ Yes ☐ No

2. Was submission of the travel expense voucher timely (within 60 calendar days after the last date of travel)? ☐ Yes ☐ No

3. Was the submitted travel expense voucher supported by receipts for all claimed expenses? ☐ Yes ☐ No

4. Did the Applicant sign the submitted travel expense voucher to certify the expenses claimed? ☐ Yes ☐ No

5. Did the training instructor sign the submitted travel expense voucher to certify attendance at the training? ☐ Yes ☐ No

6. Do you know of any other reason(s) why this Application should not be Approved? ☐ Yes ☐ No

Describe Reason(s):
(250 chars. max.)

Continue Cancel

Notice PS-718

4 Processing Travel Voucher Updates From “Claim Waived” Status (Continued)

D Travel Voucher Updates From “Claim Waived” to “Refer to FAS” (Continued)

The following continuation of the Process Travel Voucher Screen will be displayed with the responses to all 6 review questions. The displayed message indicates the applicant’s Travel claim **cannot** be approved based on the reason code in the text, and the claim **must** be referred to FAS for disapproval. CLICK “**Refer to FAS**” to update event status.

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Foreign Agricultural Service

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State: Kansas County: Ford

Process Travel Voucher ? Help

Application Number: 2011888-20-057-00001
Event: 4 - Travel Reimbursement
CFFM Status: N/A
FSA Status: P - Pending
Voucher Submitted: Yes
Voucher Submission Timely: Yes
Receipts Submitted: Yes
Voucher Signed by Applicant: Yes
Voucher Signed by Instructor: No
Other Disapproval Reason(s): No

Based on the responses provided to the Travel Reimbursement review questions, the Applicant’s reimbursement request may not be Approved - and must be Referred to FAS - for the following reason(s):

(18) Your submitted travel expense voucher was not signed by the training instructor to validate attendance at the training as provided by 41 CFR 301-52.6.

4 Processing Travel Voucher Updates From “Claim Waived” Status (Continued)

D Travel Voucher Updates From “Claim Waived” to “Refer to FAS” (Continued)

The following Event Details Screen will be displayed confirming the update has been completed successfully. CLICK “**Back to Event List**”.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) Event Details screen. The header includes the USDA logo, "United States Department of Agriculture", and "Foreign Agricultural Service". A navigation bar contains links: TAAF Home, About TAAF, Handbooks, Help, Contact Us, Exit TAAF, and Logout of eAuth. The left sidebar shows the TAAF Menu with sections: Welcome, Erin Huston (User Role: FSA User), Applications (Applications Main, New Application, Search by Applicant, Disapproval Letters, Mailing Labels, Reprint Letters), Reports (Detail Reports, Summary Reports), and Other Functions (Change County, Logout of eAuth). The main content area shows "State: Kansas" and "County: Ford". A "Printer Friendly" button is in the top right. The title "Event Details" is centered. Below it, a blue info message states: "Info: The Application Event has been successfully updated". The "Application Number: 2011888-20-057-00001" is displayed. The event is "Event 4 - Travel Reimbursement". The "CFFM Status" is "N/A" and the "FSA Status" is "R - Referred To FAS". The "USDA Disapproval Reason(s)" is listed as "18 - Your submitted travel expense voucher was not signed by the training instructor to validate attendance at the training as provided by 41 CFR 301-52.6." The "Payment" is "TBD". A "Back to Event List" button is at the bottom. The footer shows "TAAF10APP20" and "Last Modified: March 29, 2012". A "Back To Top" link is in the bottom right.

Note: Once the Travel Reimbursement event has been referred to FAS for disapproval, no further updates will be allowed by the County Office unless FAS changes the status to “**Pending by FAS**”.

5 Processing Travel Reimbursement Claims Not Timely Filed

A Processing Non-Timely Filed Travel Claims

The following is an example of the Process Travel Voucher Screen that will be displayed with 6 review questions during the travel reimbursement review process. Since the applicant filed a Travel Voucher, CLICK “Yes” for question 1. Once “Yes” is selected in response to question 1, responses to the remaining 5 questions are required (as indicated by the asterisk [*]) beside the question numbers), and inputs will be enabled.

If the applicant’s submission of the travel reimbursement claim was not timely filed, County Offices should answer “No” to question 2. The remaining 4 questions should be answered based on the information contained in the travel claim. CLICK “Continue”.

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State: California County: Merced

Process Travel Voucher

Application Number: 2010003-06-047-00006

If the Applicant **did** submit a travel expense voucher, click "Yes" in response to Question #1.

* 1. Was a travel expense voucher submitted for reimbursement of travel and per diem expenses associated with Initial Training attendance? ☒ Yes ☐ No

* 2. Was submission of the travel expense voucher timely (within 60 calendar days after the last date of travel)? ☐ Yes ☐ No

* 3. Was the submitted travel expense voucher supported by receipts for all claimed expenses? ☐ Yes ☐ No

* 4. Did the Applicant sign the submitted travel expense voucher to certify the expenses claimed? ☐ Yes ☐ No

* 5. Did the training instructor sign the submitted travel expense voucher to certify attendance at the training? ☐ Yes ☐ No

* 6. Do you know of any other reason(s) why this Application should not be Approved? ☐ Yes ☐ No

Describe Reason(s) (250 characters max.)

Continue Cancel

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Last Modified: January 6, 2011

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5 Processing Travel Reimbursement Claims Not Timely Filed (Continued)

A Processing Non-Timely Filed Travel Claims (Continued)

The following continuation of the Process Travel Voucher Screen will be displayed with the responses to all 6 review questions. Messages will be displayed indicating the applicant's travel reimbursement **cannot** be approved because it was not timely filed, and the claim **must** be referred to FAS for disapproval. CLICK **"Refer to FAS"** to update event status.

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Foreign Agricultural Service

TRADE ADJUSTMENT ASSISTANCE For Farmers

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State: California County: Merced

Process Travel Voucher

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Other Functions

View Notifications
Change County
Logout of eAuth

Application Number: 2010003-06-047-00006

Responses to the six review questions are displayed on the continuation page for confirmation.

FSA Status: P - Pending

Voucher Submitted: Yes

Voucher Submission Timely: No

Receipts Submitted: Yes

Voucher Signed by Applicant: Yes

Voucher Signed by Instructor: Yes

Other Disapproval Reason(s): No

Because voucher submission was not timely, the Travel Reimbursement event must be Referred to FAS, with Reason Code 37.

Based on the responses provided to the Travel Reimbursement review questions, the Applicant's reimbursement request may not be Approved - and must be Referred to FAS - for the following reason(s):

(37) You did not submit a travel expense voucher for reimbursement of travel and per diem within 60 calendar days from the last travel date, as required.

Refer to FAS Cancel

Click 'Refer to FAS' to update event status

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TAAF Home | USDA.gov | USDA Intranet | FAS Internet | FSA Internet | FSA Intranet
Site Map | Policies and Links | FOIA | Accessibility | Privacy | Non-Discrimination | Information Quality | FirstGov | White House

5 Processing Travel Reimbursement Claims Not Timely Filed (Continued)

B Event Details Screen Confirmation Page

The following Event Details Screen will be displayed confirming the update has been completed successfully. On the Event Details Screen confirmation page, the event status is shown as **“Referred to FAS”** and the payment amount is displayed as **“TBD”** (amount is not set to \$0.00 until the event is **“Disapproved”** by FAS). CLICK **“Back to Event List”**.

The screenshot shows the TAAF (Trade Adjustment Assistance for Farmers) Event Details screen. The header includes the USDA logo and the text "United States Department of Agriculture Foreign Agricultural Service". The navigation bar contains links: TAAF Home, About TAAF, Handbooks, Help, Contact Us, Exit TAAF, and Logout of eAuth. The left sidebar has a "TAAF Menu" with sections: Applications (Welcome, Lisandra Lima, User Role: FSA User), Reports (Detail Reports, Summary Reports), and Other Functions (View Notifications, Change County, Logout of eAuth). The main content area shows the event details for "Event 4 - Travel Reimbursement". The state is California and the county is Merced. The event status is "R - Referred To FAS" and the payment is "TBD". A callout box explains that the event status is shown as 'Referred to FAS' and the payment amount is displayed as 'TBD' (amount is not set to \$0.00 until 'Disapproved' by FAS). Another callout box points to the "Back to Event List" button, stating "Click 'Back to Event List' button to return to the Application Events page". The footer contains links to various resources and the text "TAAF10APP20 Last Modified: March 29, 2012".

6 Processing Disapproval Letters for Travel Reimbursements Claims Not Timely Filed

A Processing Disapproval Letter for Travel Claims Not Timely Filed

When the applicant does not submit a travel expense voucher for reimbursement of travel and per diem timely, within 60 calendar days from the last travel date, a disapproval letter shall be generated with the new reason code as shown in subparagraph 5 A.

The Travel Reimbursement event is automatically triggered and will be displayed in the list of events when FAS has changed the status to “**Disapproved**”. On the Application Events Screen, CLICK “**Details**” next to the Travel Reimbursement event to begin generating the disapproval letter.

USDA United States Department of Agriculture
Foreign Agricultural Service

TRADE ADJUSTMENT ASSISTANCE For Farmers

TAAF Home | About TAAF | Handbooks | Help | Contact Us | Exit TAAF | Logout of eAuth

TAAF Menu
 Welcome, Erin Huston
 User Role: FSA User

Applications
 Applications Main
 New Application
 Search by Applicant
 Disapproval Letters
 Mailing Labels
 Reprint Letters

Reports
 Detail Reports
 Summary Reports

Other Functions
 View Notifications
 Change County
 Logout of eAuth

State: Kansas **County:** Ford

Application Events

Application Number: 2011888-20-057-00001

Application Status: Approved

4 Events found, displaying all Events.

Event	Name	Status	Payment	
1	Application Review	Approved		Details Update
2	Initial Training	Approved		Details Update
3	Intensive Training	Pending		Details Update
4	Travel Reimbursement	Disapproved	\$0.00	Details Update

4 Events found, displaying all Events.

[Back to Applications Main](#)

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 Last Modified: November 15, 2010

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6 Processing Disapproval Letters for Travel Reimbursements Claims Not Timely Filed (Continued)

B Printing Disapproval Letters for Travel Claims Not Timely Filed

The following Event Details Screen will be displayed. When the user clicks “**Print Letter**”, a new window will be displayed and the requested disapproval letter will be generated and presented to the user (as a PDF document).

As with other documents that are presented to the user, the standard Open/Save/Cancel will be displayed by Internet Explorer. If “**Save**” is selected, the document will be saved directly to the local file system and the window will close. If “**Open**”, is selected, the generated PDF document will be displayed in the new window. From that window, the user will be allowed to print and/or save the document.

The screenshot shows the TAAF (Trade Adjustment Assistance for Farmers) Event Details screen. The header includes the USDA logo and navigation links. The left sidebar contains a TAAF Menu with sections for Applications, Reports, and Other Functions. The main content area displays the event details for 'Event 4 - Travel Reimbursement' with application number 2011888-20-057-00001. It shows the status as 'Disapproved' with a disapproval letter date of December 13, 2012. A 'Print Letter' button is visible. The disapproval reason is listed as '37 - You did not submit a travel expense voucher for reimbursement of travel and per diem within 60 calendar days from the last travel date, as required.' The payment amount is \$0.00. A 'Back to Event List' button is at the bottom.

USDA United States Department of Agriculture
Foreign Agricultural Service

TRADE ADJUSTMENT ASSISTANCE For Farmers

TAAF Home About TAAF Handbooks Help Contact Us Exit TAAF Logout of eAuth

State: Kansas County: Ford

Event Details

Application Number: 2011888-20-057-00001

Event 4 - Travel Reimbursement

CFFM Status: N/A

FSA Status: D - Disapproved

Disapproval Letter Date: December 13, 2012

Letter Generated: No

Print Letter

USDA Disapproval Reason(s):

37 - You did not submit a travel expense voucher for reimbursement of travel and per diem within 60 calendar days from the last travel date, as required.

Payment: \$0.00

Back to Event List

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Note: Disapproval letters:

- that have not been printed will be displayed automatically in the disapproval letters list when disapproved by FAS
- can be generated according to Notice PS-682, subparagraph 3 J
- can now be reprinted according to Notice PS-696
- will not be generated for applications that have been withdrawn.

Note: Further instructions will be provided in a forthcoming notice on how to handle applications that have been withdrawn.

Notice PS-718

7 Processing Travel Reimbursements for Approved Travel Claims

A Processing Approved Travel Claims

Based on the new question 1 that has been added to the travel voucher review process, for a travel reimbursement claim to be approved, all of the questions in the following Process Travel Voucher Screen must be true as follows.

- A travel reimbursement claim must have been filed (Answer “Yes” to question 1).
- The claim submission must have been timely (Answer “Yes” to question 2).
- All required receipts must have been submitted (Answer “Yes” to question 3).
- The applicant must have signed the claim form (Answer “Yes” to question 4).
- The training instructor must have signed the claim form (Answer “Yes” to question 5).
- The County Office must not know of any other reasons why the claim should be disapproved (Answer “No” to question 6).

CLICK “Continue”.

7 Processing Travel Reimbursements for Approved Travel Claims (Continued)

B Entering the Reimbursement Amount

The following continuation of the Process Travel Voucher Screen will be displayed with the responses to all 6 review questions. The message will be displayed indicating the applicant's travel claim can be approved because it meets all eligibility requirements. The user is then required to enter the reimbursement amount. CLICK "Approve".

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) web interface. The header includes the USDA logo and the title "Foreign Agricultural Service". A navigation bar contains links: TAAF Home, About TAAF, Handbooks, Help, Contact Us, Exit TAAF, and Logout of eAuth. A sidebar on the left lists "TAAF Menu" options: Applications (Main, New, Search, Disapproval, Mailing, Reprint) and Reports (Detail, Summary). The main content area shows application details for California, Merced County. Key fields include Application Number (2010003-06-047-00006), Event (4 - Travel Reimbursement), CFFM Status (N/A), FSA Status (P - Pending), and Voucher Submitted (Yes). A yellow callout bubble points to the "Enter the amount of the approved expense reimbursement" field, which contains the value 123.45. Below this, a message states: "Based on the responses provided to the Travel Reimbursement review questions, the Applicant's reimbursement request may be approved." At the bottom of the form are "Approve" and "Cancel" buttons. A second yellow callout bubble points to the "Approve" button with the text "Click 'Approve' button". The footer contains a list of links: TAAF Home, USDA.gov, USDA Intranet, FAS Internet, FSA Internet, FSA Intranet, Site Map, Policies and Links, FOIA, Accessibility, Privacy, Non-Discrimination, Information Quality, FirstGov, and White House.

USDA United States Department of Agriculture
Foreign Agricultural Service

TRADE ADJUSTMENT ASSISTANCE For Farmers

TAAF Home | About TAAF | Handbooks | Help | Contact Us | Exit TAAF | Logout of eAuth

State: California County: Merced

Process Travel Voucher

Application Number: 2010003-06-047-00006

Event: 4 - Travel Reimbursement

CFFM Status: N/A

FSA Status: P - Pending

Voucher Submitted: Yes

Voucher Submission Timely: Yes

Receipts Submitted: Yes

Voucher Signed by Applicant: Yes

Voucher Signed by Instructor: Yes

Other Disapproval Reason(s): No

Based on the responses provided to the Travel Reimbursement review questions, the Applicant's reimbursement request may be approved.

* Reimbursement Amount: 123.45

Approve Cancel

Click 'Approve' button

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TAAF Home | USDA.gov | USDA Intranet | FAS Internet | FSA Internet | FSA Intranet
Site Map | Policies and Links | FOIA | Accessibility | Privacy | Non-Discrimination | Information Quality | FirstGov | White House

7 Processing Travel Reimbursements for Approved Travel Claims (Continued)

B Entering the Reimbursement Amount (Continued)

The following Event Details Screen will be displayed confirming the updated event status and the approved travel reimbursement payment amount. CLICK “**Back to Event List**”.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) Event Details page. The page header includes the USDA logo, "United States Department of Agriculture", and "Foreign Agricultural Service". A navigation bar contains links: TAAF Home, About TAAF, Handbooks, Help, Contact Us, Exit TAAF, and Logout of eAuth. A "Printer Friendly" button is also present.

The left sidebar contains a "TAAF Menu" with sections: Applications (Welcome, Lisandra Lima, User Role: FSA User; Applications Main, New Application, Search by Applicant, Disapproval Letters, Mailing Labels, Reprint Letters), Reports (Detail Reports, Summary Reports), and Other Functions (View Notifications, Change County, Logout of eAuth).

The main content area shows the "Event Details" for "State: California" and "County: Merced". It includes an "Info" section stating "The Application Event has been approved". The "Application Number" is 2011. The event is "Event 4 - Travel Reimbursement". The status is "CFFM Status: N/A", "FSA Status: A - Approved", and "Payment: \$123.45". A "Back to Event List" button is located below the status information.

Two callout boxes provide instructions:

- On Event Details confirmation page, event status is shown as 'Approved' and the approved payment amount is displayed
- Click 'Back to Event List' button to return to the Application Events page

The footer includes the text "TAAF10APP20 Last Modified: March 29, 2012" and a "Back To Top" link. A long list of links is provided at the bottom: TAAF Home | USDA.gov | USDA Intranet | FAS Internet | FSA Internet | FSA Intranet | Site Map | Policies and Links | FOIA | Accessibility | Privacy | Non-Discrimination | Information Quality | FirstGov | White House.

8 Processing Travel Reimbursement Updates From “Approved” to “Claim Waived” Status

A Travel Voucher Updates From “Approved” to “Claim Waived”

If the Travel Reimbursement event for an application has been erroneously approved, when the applicant has **not** filed a claim, the Edit Application Event function can be used to update the event’s status directly from “**Approved**” to “**Claim Waived**”, as shown in the Edit Application Event Screen. To update the Travel Voucher, Select “**Claim Waived**” from the drop-down menu and CLICK “**Update Event**”.

USDA United States Department of Agriculture
Foreign Agricultural Service

TRADE ADJUSTMENT ASSISTANCE For Farmers

TAAF Home About TAAF Handbooks Help Contact Us Exit TAAF Logout of eAuth

TAAF Menu
Welcome, Lisandra Lima
User Role: FSA User

Applications
Applications Main
New Application
Search by Applicant
Disapproval Letters
Mailing Labels
Reprint Letters

Reports
Detail Reports
Summary Reports

Other Functions
View Notifications
Change County
Logout of eAuth

State: California County: Merced

Edit Application Event

Application Number: 2010003-06-047-00006

Event: 4 - Travel Reimbursement

CFFM Status: N/A

* FSA Status: Approved
Approved
Pending
Claim Waived

Cancel

A Travel Reimbursement event that is currently 'Approved' may be changed to 'Pending' or 'Claim Waived' at any time.
To update: Select 'Claim Waived' from the drop-down list, and click the 'Update Event' button.

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Last Modified: November 15, 2010

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TAAF Home | USDA.gov | USDA Intranet | FAS Internet | FSA Internet | FSA Intranet
Site Map | Policies and Links | FOIA | Accessibility | Privacy | Non-Discrimination | Information Quality | FirstGov | White House

8 Processing Travel Reimbursement Updates From “Approved” to “Claim Waived” Status (Continued)

B Verifying Updates

Once the FSA Status has been changed for the applicable event displayed, the following continuation of the Edit Application Event Screen will be displayed with a warning to verify the updates. CLICK “OK”.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) web application interface. The header includes the USDA logo and the text "United States Department of Agriculture" and "Foreign Agricultural Service". The top navigation bar contains links: TAAF Home, About TAAF, Handbooks, Help, Contact Us, Exit TAAF, and Logout of eAuth. The left sidebar shows the TAAF Menu with sections: Applications (Applications Main, New Application, Search by Applicant, Disapproval Letters, Mailing Labels, Reprint Letters), Reports (Detail Reports, Summary Reports), and Other Functions (View Notifications, Change County, Logout of eAuth). The main content area is titled "Edit Application Event" and shows the following information: State: California, County: Merced, Application Number: 2010003-06-047-00006, Event: 4 - Travel Reimbursement, CFFM Status: N/A, and * FSA Status: Claim Waived. Below this information are buttons for "Update Event" and "Cancel". A modal dialog box titled "Message from webpage" is displayed, asking: "You have requested Event 4 be updated from 'Approved' to 'Claim Waived'. Are you sure?" with "OK" and "Cancel" buttons. A yellow callout box points to the "OK" button and contains the text: "After clicking 'Update Event,' a message dialog appears, asking if you are sure about making the requested change. Click 'OK' to continue, or 'Cancel' to return to the Edit Application Event page." The footer includes the text "TAAF10APP14 Last Modified: November 15, 2010" and a "Back To Top" link. The bottom of the page contains a list of links: TAAF Home, USDA.gov, USDA Intranet, FAS Internet, FSA Internet, FSA Intranet, Site Map, Policies and Links, FOIA, Accessibility, Privacy, Non-Discrimination, Information Quality, FirstGov, and White House.

8 Processing Travel Reimbursement Updates From “Approved” to “Claim Waived” Status (Continued)

B Verifying Updates (Continued)

The following Event Details Screen will be displayed confirming the updated event status and the approved payment amount will be displayed as “N/A”. CLICK “**Back to Event List**”.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) Event Details page. The page header includes the USDA logo and the text "United States Department of Agriculture Foreign Agricultural Service". A navigation bar at the top contains links: TAAF Home, About TAAF, Handbooks, Help, Contact Us, Exit TAAF, and Logout of eAuth. A secondary header shows the user's location: "State: California County: Merced" and a "Printer Friendly" button.

The main content area is titled "Event Details" and features an information message: "Info: The Application Event has been successfully updated". Below this, the "Application Number: 2010003-06-047-00006" is displayed. The event is identified as "Event 4 - Travel Reimbursement". The status information is as follows:

- CFFM Status: N/A
- FSA Status: CW - Claim Waived
- Payment: N/A

A yellow callout box points to the "FSA Status" and "Payment" fields, containing the text: "Event Details page is displayed, confirming event status has been updated to 'Claim Waived.' The Payment amount is now displayed as 'N/A.'". A "Back to Event List" button is located below the status information.

The left sidebar contains a "TAAF Menu" with sections for "Applications" (Applications Main, New Application, Search by Applicant, Disapproval Letters, Mailing Labels, Reprint Letters), "Reports" (Detail Reports, Summary Reports), and "Other Functions" (View Notifications, Change County, Logout of eAuth). The footer includes the text "TAAF10APP20 Last Modified: March 29, 2012" and a "Back To Top" link. A comprehensive footer bar at the bottom lists various links: TAAF Home, USDA.gov, USDA Intranet, FAS Internet, FSA Internet, FSA Intranet, Site Map, Policies and Links, FOIA, Accessibility, Privacy, Non-Discrimination, Information Quality, FirstGov, and White House.